**HALEWOOD TOWN COUNCIL**

Minutes of the Meeting of the Policy & Finance Committee held on Thursday 05th December 2019 (6.05pm) at the Arncliffe Sports and Community Centre.

**PRESENT**

Cllr. C Rose

Cllr. K Dalton

Cllr. F Martin

Cllr. B Swann

Cllr. A Harvey

Cllr. T Lucock

Cllr. Y Graves

**Also in attendance:-**

G Allen - Town Manager

K Newton - Senior Administrator

J Ferry – Support Officer

**1. Nomination of Chair of the Policy & Finance Committee**

In line with Standing Orders, the Mayor opened the meeting and requested nominations for the position of Chair of the Policy and Finance Committee.

**It was moved by Cllr. A Harvey and seconded by Cllr. Y Graves** that Cllr B Swann be nominated as Chair of the Committee. Cllr Swann accepted the nomination and took over the running of the meeting at this point in the meeting.

**RESOLVED:**

1. That Cllr. B Swann will be the Chair of the Policy & Finance Committee for the remainder of the 2019/20 municipal year.

**2. Nomination of Deputy Chair of the Policy & Finance Committee**

The Chair requested nominations for the position of Deputy Chair of the Policy and Finance Committee.

**It was moved by Cllr. A Harvey and seconded by Cllr. K Dalton** that Cllr. C Rose be nominated as Deputy Chair of the Committee. Cllr. Rose accepted the nomination.

**RESOLVED:**

1. That Cllr. B Swann will be the Chair of the Policy & Finance Committee for the remainder of the 2019/20 municipal year.

**3. Apologies**

Apologies for non-attendance were received and accepted from Cllr. B Dunn, Cllr. S Harvey and Cllr. D Samuels.

**4. Declarations of Interest for Items on the Agenda**

There were no declarations of interest received from members for the items on the agenda.

**5. Staffing Update**

The report of the Town Manager was considered, this was requesting approval and direction from Councillors for three items:

1. Approval or otherwise of the new post of Operations Manager.
2. To comment on the recommendations regarding the probationary status of three employees of the Town Council including the Town Manager
3. The future vision for staffing.

The Town Manager outlined the rationale for creating the new post of ‘Operations Manager’. This is to provide leadership for the bars and functions work of the Town Council and additional capacity. Funding for the post will come from the deletion of a 0.5 Full-time equivalent Support Officer, the cessation of two honorariums for staff and a moderate increase in the staff budget.

The Chair thanked the Town Manager for the report and requested comment from Councillors. Councillors were generally supportive of proposal with no formal comments made regarding the content.

The Town Manager moved on to the next item – the probationary reviews of two staff members – Karen Newton (Senior Administrator) and Andrea McCaffrey (Support Officer).

At this point Karen Newton left the meeting.

In recommending that Councillors endorse that Karen Newton and Andrea McCaffrey are able to pass their probation periods, the Town Manager asked Councillors to note a number of significant challenges from 2019. The loss of ‘institutional knowledge’ and limited induction had caused a number of difficulties to the Senior Administrator and Town Manager. This had been on top of a very challenging political arena following the elections of May 2nd.

The Chair thanked the Town Manager for this part of the report and requested comment from Councillors.

In supporting the proposal for the new post, Cllr. C Rose shared the view that learning from the loss of key staff in 2019 should be considered when recruiting for the new post. She proposed that an ‘Induction Policy’ is created to achieve this objective.

**It was moved by Cllr. C Rose and seconded by Cllr. F Martin** that an Induction Policy is created for Halewood Town Council.

The Town Manager moved on to the next item – the probationary reviews of the Town Manager.

At this point Gerry Allen (Town Manager) left the meeting and a discussion was led by Cllr. C Rose as Mayor of Halewood. After a short period of time, Gerry Allen and Karen Newton were invited to return to the meeting.

The Town Manager moved on to the final item of the report – the future vision for staffing. The Town Manager advised Councillors that a review of staffing would be needed to support the proposals and suggestions that have been emanating from Councillors. In addition, the Town Manager reminded Councillors of the analysis from the report that a distinct staff resource is required for the bars and functions work of the council in particular.

**It was moved by Cllr. A Harvey and seconded by Cllr. T Lucock**

**RESOLVED:**

1. That the report be noted and,
2. To approve the creation of an ‘Operations Manager for Bars & Functions’ post.
3. To endorse the successful completion of Probationary periods by the three current employees in the Town Council.
4. Note the future ‘vision’ for staffing at Halewood Town Council and proposals for a future review of all staffing positions.
5. To create an Induction Policy to assist new staff starting with the Town Council

**6. Budget Planning and Precept**

The report of the Town Manager was considered, it provided information and a guide to Councillors on the relevant information and key dates for setting the 2020/21 precept and budget.

The Chair invited comments on the report.

Cllr. A Harvey proposed that the Town Council makes contact with breweries to discover whether any financial support is available for refurbishment. The Chair advised that a Special Meeting would be needed in the New Year to consider in more detail the ideas and ambitions of the Council in helping to determine the 20/21 budget.

**RESOLVED:**

1. That the report be noted and,
2. Consideration of a Councillors away day is prioritized to support decision-making with the 2020/21 budget and precept.

**7. Revised Complaints Policy**

The report of the Town Manager was considered. This presented Councillors with an updated Complaints Policy. This had been requested following the meeting held in August which identified weaknesses in the existing policy.

Cllr. C Rose was supportive of the new policy but advised that the word ‘should’ be removed from the sentence on page 4 of the policy within the section on ‘complaints against councillors’.

The Chair asked if Councillors were happy to endorse the new policy with this minor change. The new policy was thus agreed.

**It was moved by Cllr. A Harvey and seconded by Cllr. K Dalton**

**RESOLVED:**

1. That the updated Complaints Policy is now adopted by the Town Council.
2. The word ‘should’ is amended as per the note.

**8. Requests for Concessionary Use**

The following requests for concessionary use were approved.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Applicant** | **Venue** | **Date** | **Event** | **Full Hire Cost** |
| **Halewood Community Choir** | Hollies Centre\* | Fri.29/11/19  6:00 – 12.00am | Community Christmas Event & Celebration. | £90.00 |
| **Halewood Stroke Club** | Arncliffe Centre\* | Fri. 19/12/19  6.00pm – 12.00 | Christmas Event & Celebration. | £90.00 |
| **Ballroom Dance Club** | Hollies Centre\* | Sat. 21/12/19  6.00 – 11.00pm | Christmas Event & Celebration. | £75.00 |

*\*These events will operate a bar which will bring income to the Town Council*

**9. Schedule of Accounts**

The Town Manager advised there was no Schedule of Accounts to approve at tonight’s meeting. As the last meet was held on November 28th there had been limited spending in the last two weeks.

The next meeting is scheduled for January. A discussion will be held between the Chair of the Planning and Finance Committee, the Mayor and Town Manager to agree a date.

Meeting closed at 6.50pm

Signed ………………………. Date…………………….